

KSARNG HELICOPTER TRAINING AND OPERATIONAL SUPPORT MISSION REQUEST

For use of this form contact JFHQ-LC-SAAO at the phone numbers indicated below.

DATE REQUEST SUBMITTED

MISSION NUMBER:

FROM:

TO:

JOINT FORCES HEADQUARTERS - KANSAS
ATTN: JFHQ-LC-AV (SAAO)
BLDG 636, FORBES FIELD
TOPEKA KS 66619

JFHQ-LC-SAAO Phone Numbers:

(785) 861-3971

SAAO FAX NUMBER:

(785) 861-3975

JFHQ-LC-SAAO email address:

david.leger@us.army.mil

or

kathleen.g.love@us.army.mil

REQUESTOR POINT OF CONTACT INFORMATION

	WORK PHONE	CELL PHONE	EMAIL
PRIMARY			
ALTERNATE			

DATE(S) OF MISSION:

WEATHER CALL DATE AND TIME:

DEPARTURE	TIME	DATE	DESTINATION	TIME	AVN USE DEST. ID

PASSENGER MANIFEST

NAME	RANK	SSN	ORGANIZATION	REMARKS

BAGGAGE WEIGHT:

(should not exceed 30 lbs per person)

CARGO WEIGHT:

TOTAL CUBIC FEET:

MISSION PURPOSE / SPECIAL REQUESTS / TRAINING JUSTIFICATION / REMARKS

SIGNATURE OF MISSION REQUESTOR:

SAAO Approval / Disapproval:

TAG Approval / Disapproval:

Directions for Completion

1. Requestor will complete all areas shaded in gray.
2. Ensure point of contact (POC) information is current, accurate, and includes an alternate if available.
3. Identify a "WEATHER CALL" time; this is the latest time and date you would like the us to contact you cancelling the aircraft to allow you to utilize an alternate option.
4. The initial departure location, time, and date is completed by this agency; the requestor will ensure all other areas beginning with the initial destination are completed. All locations will be as precise as possible - either latitude/longitude, grid coordinate, or airport name. The aircrew designated to support the mission will contact the POC to verify the location and complete a safety site survey prior to supporting your mission.
5. Passenger manifest must be complete, accurate, and submitted early. This is due to the length of time required to complete the approval process for Individual Travel Orders (ITO). *Passengers without an ITO will not be allowed to travel on our aircraft.*
6. Include an estimate of the total baggage weight to allow aircrews to complete their pre-mission planning.
7. Provide a brief statement of the mission purpose (i.e. "reconnaissance for new building site"), special requests (i.e. "request six headsets to allow passengers to communicate with crew") or training justification (i.e. "airload training in preparation for deployment to Iraq").
8. Ensure you digitally sign the document once complete.
9. Submit this form to the SAAO POC's listed on this form. The preferred method for submitting your request is by email in this format (Microsoft Excel) for further processing. Contact the SAAO POC if this is not possible to arrange for an alternate method of submitting your request.
10. Submit your request as early as possible, preferrably a minimum of 30 days prior to the mission date.